

TTU School of Art Graduate Travel Funding Request Form (updated September 2023)

The School of Art makes travel funds available to currently-enrolled graduate students for the purpose of research. Funding is determined based on the legitimacy of the proposal, and the availability of funds in the SOA. Funding is more likely awarded if you are presenting a paper at a conference, rather than simply attending it. If funding is for research (eg. travel to an archive, or to see an exhibition), please provide an additional justification letter (of about 100-200 words) from your professor. Funds are typically \$400-750 for domestic and international travel.

Student name: _____ R#: _____
Date of application: _____ SOA area: _____
Destination: _____ Date of departure & return: _____
Purpose of travel (20-30 words; if for a conference, please indicate whether you are presenting or attending):

Will you have an opportunity for recruitment (of potential graduate students) at this event? How do you plan on doing such recruitment?

Are you seeking, or have you obtained, funds from other sources? (The order for funding application, if you intend to seek further funding, is: SOA → Graduate School → TCVPA)

Budget:
Airfare: _____ Registration fees: _____
Hotel: _____ Other (please specify): _____
Meals: _____ Total amount requested: _____

Area faculty recommendation (please provide justification for this student's travel, if this is not a conference):

Area faculty name and signature: _____

SOA Graduate Coordinator approval: _____ SOA Director approval: _____
(signed after Graduate Committee approves)
_____ Date: _____ _____ Date: _____

Amount awarded: _____

Note: The university reimburses travel based on actual amounts expended. The amount awarded above is the maximum amount you will be reimbursed, after submitting travel receipts with Graduate Advisor Patricia Earl.

Applicant: Please have your area faculty member fill in the recommendation section and sign (if necessary), and submit the form to the SOA Graduate Coordinator, Dr Kevin Chua, at kevin.chua@ttu.edu. MFA students - please send the form to MFA Coordinator Cody Arnall.